

## **Requirements for Continuing Education Credit for the Kentucky Environmental Education Certification Program**

1. In order to maintain status as an active Kentucky certified environmental educator, each program graduate must submit a continuing education (CE) plan by the end of May in the year following their graduation. *For example, those who graduate in February of 2006 must submit plans by May 31, 2007. (In the case of those who graduated prior to 2006, they are required to submit plans by May 31, 2007 as well. (See attached guidelines for how to develop a plan.)*
2. Graduates must accrue 40 CE credits in the two year period that begins July 1 of the year they submit their plan and ends two years later. Credits earned in the months beginning in January of the year the plan is submitted may also be used. *For example, a graduate submitting a plan in May of 2007 may count credits taken anytime in the period January 1, 2007 to June 30, 2009.*
3. Each CE credit is equivalent to one hour of real time unless otherwise designated in the guidelines. *For example, a six hour workshop is worth six hours of CE credit.*
4. CE credit is accrued in specific categories. Categories are based on the NAAEE Guidelines for the Preparation and Professional Development of Environmental Educators. (See the guidelines.)
5. Graduates should base their CE plan on gaining credits in areas in which they know they need to significantly improve their skills rather than credits that are simply easy to achieve.
6. The CE plan is a road map rather than a contract. The plan should give a general idea of what the graduate intends to accomplish and how they hope to do so, but it is not written in stone and may be adjusted along the way as long as the general goals for improvement are the same. *For example, a plan may say that the graduate hopes to improve his or her knowledge of geologic processes by attending a workshop. However, if the planned workshop is canceled, he or she may elect to read a book on the subject.*
7. At or before the end of the two year period, graduates must resubmit their original plan plus documentation of credits earned and explanations for any significant deviations from the original plan. (See the guidelines for acceptable kinds of documentation).
8. Guidelines and forms will be available on the KEEC website under Certification. <http://keec.ky.gov>
9. Once a graduate has completed three cycles of CE (six years) they are designated a Master Environmental Educator and are released from obtaining continuing education requirements but are asked to offer CE opportunities to other graduates..